

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF ECONOMIC SUPPORT  
ADMINISTRATOR'S MEMO SERIES

NOTICE 00-18

DATE: 08/31/2000

DISPOSAL DATE: 3/31/02

RE: COMMUNITY  
REINVESTMENT FUNDS –  
ISSUANCE OF UPDATED  
INSTRUCTIONS AND FINAL  
AMOUNTS EARNED  
UNDER THE  
1997-1999 W-2 CONTRACT

To: W-2 Agency Directors  
Florence County Human Services Director  
Monroe County Department of Human Services Director  
Lac du Flambeau Department of Social Services Director

From: Jennifer L. Noyes /s/  
Administrator

## PURPOSE

This memo provides updated instructions for access to Community Reinvestment (CR) funds earned under the 1997-1999 Wisconsin Works Implementation Contract and announces the final CR amounts for all agencies.

The final date for submitting a CR plan has not changed from the one provided in Administrator's Memo 99-25.

## CR PLAN SUBMITTAL

In order for an agency to access CR funds they must, no later than September 30, 2000, have submitted one (1) or more CR plans which incorporates the Total Community Reinvestment amount (see the attached Total Community Reinvestment Chart) **and** the Total Community Reinvestment Summary (attached) to reflect previously approved CR activities and those proposed in the final plan.

For example, if your agency had a CR plan approved under the Preliminary Distribution and another CR plan approved under the Projected 50% Distribution, and you are not making any changes in those plans, the CR plan submitted now would account for the Balance of CR Amount. The Balance of CR Amount, in this situation, is the Total Community Reinvestment amount minus the Preliminary Distribution and the 50% Distribution.

Other than for supplementation of the Wisconsin Works (W-2) and Related Programs Implementation Contract (2000-2001), the CR plan due no later than September 30, 2000, must include the following for each project submitted:

- a description of the service to be provided;
- who will receive the service (including the income eligibility);
- who will provide the service;
- when (time period) the service will be provided;
- an estimated budget for each project (including personnel costs, equipment, supplies and other specific budget items);
- the plan must be consistent with the State's TANF Plan or the purposes of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA);
- a description of your agency's plan for coordinating services with other programs, such as Workforce Attachment and Advancement, Community Youth Grants, Literacy, and Alcohol and Other Drug Abuse; and
- any CR plan that has services to existing W-2 participants must describe how they expand or enhance those services beyond the agency's approved W-2 Plan. This information need not be addressed if the CR plan clearly identifies it as a Supplement to the Wisconsin Works (W-2) and Related Programs Implementation Contract.

#### **CR AS A SUPPLEMENT TO WISCONSIN WORKS (W-2)**

As stated in W-2 Contract Exhibit A, RFP Appendix 9.14: W-2 Contingency Fund, the Department expects agencies will use all other unallocated TANF resources at the disposal of the W-2 agency via contract with the Department prior to requesting access to the W-2 Contingency Fund. Community Reinvestment funds are an available resource to supplement W-2 funding and it is expected they will be used prior to requesting access to the W-2 Contingency Fund.

#### **PLAN MODIFICATIONS**

Agencies are to limit plan modifications submitted after September 30, 2000, to a projected or demonstrated inability to expend the planned amount of funding or services. There are two types of modifications. One type of modification is a request to implement a project not previously approved for that agency and the other type of modification is a request to make adjustments in program scope and budget for an already approved project.

Plan modifications that will result in implementing a CR project not previously approved for that agency must be submitted to the Department's Contract Manager by July 1, 2001. Plan modifications submitted after September 30, 2000, should only address proposals for CR projects that have been previously approved for an agency in the state and included in the Department's TANF State Plan.

Plan modifications submitted after September 30, 2000, to adjust program scope and budget adjustments on previously approved activities are not impacted by the above deadline (of July 1, 2001). Some examples of reasons for modifications are 1) the need to increase or decrease funding for W-2 supplementation and the corresponding adjustment, or 2) if the projected benefits of the CR service are not being realized.

Agencies should strive to limit the number of plan modifications by incorporating all changes into a single modification whenever possible. The modified CR plan must include the same elements listed above. (See the CR Plan Submittal section of this memo.)

## **JOINT CR PLANS**

Multiple W-2 geographical areas that want to submit a combined CR plan may do so if all of the affected W-2 agencies agree **and** all of the counties and/or tribal agencies served by those W-2 agencies agree to the CR plan. This combined plan could be for a single shared project. To show this agreement, such a CR plan must have a signature page showing approval by all of the affected W-2 agencies and county or tribal executives. This policy also applies to a single county with multiple W-2 agencies.

## **ALLOWABLE ACTIVITIES**

This memo updates the last line in the Allowable Activities section of DES Administrator's Memo 99-25, to read as follows:

Only in limited circumstances can CR be used for assistance. (Contact your Contract Manager with questions.)

## **CONTRACT PROCESS**

The Department will issue a CR Amendment to each eligible agency for the remaining CR amount. The CR amount included in this amendment will bring the agency's contract level to the full amount of CR designated for the agency in the attached Total Community Reinvestment Chart. Agencies will receive advance payments on the increased funding amount and be reimbursed for CR expenditures on the increased contract level when all of the following have been completed:

- the CR Amendment is signed and returned to the Department's Contract Manager;
- the agency's CR activities in the CR Plan are approved by the Department; and,
- CR expenses are incurred and properly reported.

REGIONAL OFFICE CONTACT: Area Administrator

Attachments